

1-54
J-2
RGN
JGO

LH
Fu

4 June 1956

MEMORANDUM FOR: Deputy Director (Plans)
Director of Personnel
Chief, Medical Staff
General Counsel

SUBJECT : Employee Emergencies

1. In response to the requirements of Paragraph 2e, Regulation [] Employee Emergencies, this is to advise that the Office of Security maintains a 24-hour service for handling emergencies in which security is involved.

2. In the event of such emergencies, the Night Security Officer [] should be called at any hour either during or after office hours or on Saturdays, Sundays or holidays. The matters will be resolved by the Night Security Officer or by the Standby Duty Officer, who is on call.

3. In emergencies of overriding security importance, Col. Sheffield Edwards, Director of Security, or [] Deputy Director of Security may be called directly.

25X1A9A

FOR THE DIRECTOR OF SECURITY:

SIGNED

25X1A9A

Executive Officer
Office of Security

Distribution:

Each addressee

- 1 - Physical Security
- 1 - Chrono